



Audit Oversight Committee Minutes

1. Call to Order and Roll Call

Minutes:

CHAIR SEAMAN called the meeting to order at 10:02 a.m.

PRESENT: CHAIR SEAMAN (seated as Vice-Chair subsequent to Item 5) and MEMBERS PREISS (seated as Chair subsequent to Item 5), ALLEN-PALENSKE (excused until 10:05 a.m.), and KAERCHER

ALSO PRESENT: SUSAN HELTSLEY, Chief Financial Officer; NECHOLE GARCIA, Deputy City Attorney V; DR. LUANN D. HOLMES, City Clerk; and YVETT LOZOYA, Deputy City Clerk

2. Announcement Regarding: Compliance with Open Meeting Law

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations in accordance with the noticing standards as outlined in NRS 241.020: City Hall, 495 South Main Street, 1st Floor; the City of Las Vegas website – www.lasvegasnevada.gov; and the Nevada Public Notice website – notice.nv.gov.

3. Public Comment: Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.

Minutes:

None.

4. For possible action to approve the Final Minutes by reference of the Regular Meeting of October 7, 2024

Motion made by Eric Preiss to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

For-Eric Preiss, Victoria Seaman, Chad Kaercher; Excused-Francis Allen-Palenske;

5. Discussion for possible action regarding the election of Chair and Vice-Chair officers to the Audit Oversight Committee for calendar year 2025

Minutes:

CHAIR SEAMAN nominated MEMBER PREISS to serve as Chair, and MEMBER PREISS nominated CHAIR SEAMAN to serve as Vice-Chair, to which they both accepted.

Motion made by Victoria Seaman to Approve the nomination of Eric Preiss as Chair

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

For-Eric Preiss, Victoria Seaman, Chad Kaercher; Excused-Francis Allen-Palenske;

Motion made by Eric Preiss to Approve the nomination of Victoria Seaman as Vice-Chair

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1

For-Eric Preiss, Victoria Seaman, Chad Kaercher; Excused-Francis Allen-Palenske;

6. Report by staff regarding current audits

Minutes:

BRYAN SMITH, Acting City Auditor, utilized a PowerPoint presentation, a copy of which was submitted for the record, to report the office was in the reporting phase for the Youth Development and Social Initiatives (YDSI) Department - Batteries Included Program audit. MR. SMITH anticipated the report to be released within five weeks. He stated the Community Development Department - Business Licensing Compliance Unit and the Fire Department (Las Vegas Fire & Rescue) - Controlled Substances Management Controls audits were in the fieldwork phase. Moreover, he advised an audit within the Human Resources Department - Employee Separation Process was in the planning stage. Further, an audit within the IT (Innovation and Technology) Department - Mobile Communication Devices was recently initiated and was in the planning stage. In addition to their current audits, he explained they were working with the Finance, IT, and Public Safety Departments to verify the completion status of their outstanding audit recommendations. Lastly, MR. SMITH said the departments with incomplete audit recommendations will be invited to attend the next Audit Committee meeting in April to provide an update on their progress and address the recommendations.

7. Report by staff regarding fraud hotline implementation and activity

Minutes:

BRYAN SMITH, Acting City Auditor, utilized a PowerPoint presentation, a copy of which was submitted for the record, to report the City's new fraud hotline went live on September 23rd, prior to the Audit Committee meeting in October. Subsequently, in November, Speak Up posters were distributed to all departments to post on their official bulletin boards. The Fraud Committee, which is comprised of the City Manager, City Attorney, and himself, continues to meet monthly to discuss fraud reports and issues. Further, the Fraud Committee was working to update the City's Fraud Policy and Procedure to align with current practices. MR. SMITH stated since September 23rd, there had been eight fraud reports, seven reported through the hotline and one through the City's email. Of the eight fraud reports, five were not involved with the City or insufficient information was provided, and three cases were referred to the Human Resources (HR) Department for investigation. One of the three cases that was referred to HR has been closed since fraud was not substantiated and personnel issues were addressed; whereas the two other cases remained under investigation. Additionally, MR. SMITH noted a response would be provided to those making a report through the hotline that did not involve the City, with the appropriate contact information for them to report their case.

MEMBER ALLEN-PALENSKE said she had not seen the posters and wondered if they followed up. MR. SMITH responded that distribution was left to the Office of Communications Department, noting they distribute to various individuals throughout the City. He believed approximately 100 posters were distributed, adding they had not completed an audit to verify if they made it into every location but would follow up and confirm posting. He felt the Fraud Committee needed to continue discussing how to promote the fraud hotline so employees were made aware and could feel comfortable using it to report fraud allegations.

ACTING CHAIR SEAMAN wondered if the posters were also e-mailed to employees. MR. SMITH believed the poster was included in one of the City employee distribution e-mails. However, he expressed they needed to continue promoting it and welcomed suggestions from the Committee.

8. **Discussion regarding topics for future agenda items.** Comments made during this portion of the agenda by individual members shall refer solely to proposals for future agenda items and any discussion shall be limited to whether or not such proposed items are within the purview of the Committee and/or whether such proposed items shall be placed on a future agenda. No discussion regarding the substance of any such proposed topic shall occur and no action shall be taken.

Minutes:

None.

9. **Citizens Participation:** Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Committee. No subject may be acted upon by the Committee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.

Minutes:
None.

10. **Adjournment**

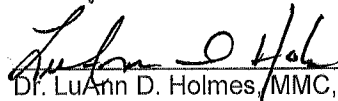
Minutes:
ACTING CHAIR SEAMAN announced the next Audit Oversight Committee Meeting was scheduled for April 7, 2025.

The meeting was adjourned at 10:13 a.m.

Respectfully submitted:



Yvett Lopez, Deputy City Clerk



Dr. LuAnn D. Holmes, MMC, City Clerk

THIS MEETING WAS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:
The City of Las Vegas website – www.lasvegasnevada.gov
The Nevada Public Notice website – notice.nv.gov
City Hall, 495 South Main Street, 1st Floor